

## Report of the FTCP Conference Call of October 20, 2004

### I. Agenda for the Call

1. Roll Call of Sites/Agents
2. Opening Remarks by Mr. Schepens, FTCP Chair
3. Update on FTCP Manual/Annual Plan Actions/DNFSB Commitments
  - a. Status of DNFSB Recommendation 2004-1– Led by Mr. Evans
  - b. Performance Indicator Input Request – Led by Mr. Evans
  - c. Status of NNSA Facility Representative Staffing Analysis Review – Led by Mr. Hoag
  - d. Status of Activities to Develop a Standardized Workforce Analysis and Staffing Process – Led by Mr. Swailes and Mr. Arango
  - e. Status of Initial SSO Program Assessments – Led by Mr. Swailes
  - f. Status of Activities Underway to Prepare an Action Plan that Identifies Specific Action to Pursue that will Enhance the Capability and Qualifications of DOE Authorization Basis Personnel (Action 4.1) – Led by Emil Morrow
  - g. Status of Activities to Develop the FY 05 FTCP Annual Plan - Led by Mr. Swailes
  - h. Status of Activities to Develop the FY 04 FTCP Report to the Secretary - Led by Mr. Swailes
4. New Business, Concerns, or Issues
  - a. A-76 training study status – led by Mr. West
  - b. Face to Face meeting date December 9, 2004
5. Summary of Conference Call and Review of Action Items
  - a. Next Conference Call – November 17, 2004, 10:00 to 11:00 EST, Call 301.903.6475 Res. 110270

### Results and Report of the Call

1. Roll Call:
  - a. The following sites were represented – **EM** Ohio, ORP, Richland, Savannah River Operations Office; **SC** Oak Ridge; **NE** Idaho Operations Office; **NNSA** Nevada, Los Alamos, NNSA Service Center, Pantex, Savannah River Site Office, and Y-12; and **HQ** DR-1, EM, EH, OMBE, NNSA, and DNFSB.
  - b. The following sites were not represented – Carlsbad Field Office, Rocky Flats Field Office, Livermore Site Office, Sandia Site Office, Office of Nuclear Energy, and Office of Science.
2. Opening Remarks: No opening remarks by Chair.
3. Update on FTCP Manual/Annual Plan Actions/DNFSB Commitments:
  - a. Status of DNFSB Recommendation 2004-1  
Mr. Evans stated that the Implementation Plan (IP) for Board Recommendation 2004-1 is due to the Board November 8, 2004. Options to address the FTCP related actions contained in the draft 2004-1 IP are:

- 1- create and resource a single technical authority at the DepSec level
- 2- create and resource a central technical authority for each Under Secretary

Mr. Evans stated the current draft 2004-1 IP contains four FTCP actions that should be reflected in the FY 05 Annual Plan upon its completion. They are:

- DOE to identify highly qualified and experienced candidates
- DOE provide a letter to senior managers within EM and NNSA on importance and need of training (leadership, safety, facility operations) in addition to key STSM qualifications requirements.
- Establish a panel to review the Department's effectiveness in the areas of recruitment, hiring, retention, and training; provide specific comments to the Secretary on how improvements can be made by September 2005
- DOE complete staffing of technical personnel hiring oversight a nuclear facilities due October 2006. this effort would be in conjunction with the FTCP's current annual workforce analysis

**Action: Mr. Evans will talk with NE and SC representatives on the 2004-1 send out an updated version of the draft 2004-1 IP.**

**Action: John Swailes to review SES positions descriptions for technical jobs and positions requiring supervision of technical positions in the areas of operations, engineering, project management at field and headquarters. This will be added to the annual plan as an action.**

b. Status of Performance Indicator Input Request

Inputs to John Evans are due October 29, 2004 from agents to cover the July-September 2004 reporting period. Two new areas will be highlighted in the PI Report:

- TQP Safety Sight Oversight (SSO) qualifications
- Filling and identifying skills gaps

c. Status of NNSA Facility Representative Staffing Analysis Review - The NNSA Facility Representative (FR) Staffing Analysis was signed out last Thursday, October 14, 2004. The analysis is due out December 15, 2004.

d. Status of Activities to Develop a Standardized Workforce Analysis and Staffing Process – work has been conducted over three months and is in sync with FR effort that is being piloted in NNSA. Drafts would be sent out for STSM, general TQP, and Authorization Basis (AB) staff. Scope of the analysis will be nuclear and non-nuclear facilities as well as hazardous category 1, 2, and 3.

Status of Initial Safety System Oversight (SSO) Program Assessments – four assessments has been completed (RL, ORP, SRS, and ID) and two have been posted on the FTCP web page. The other two will be posted soon.

Action: Mr. Swailes provide a SSO Assessment memo to for signature September 16, 2004.

e. Status of Activities Underway to Prepare an Action Plan that Identifies Specific Action to Pursue that will Enhance the Capability and Qualifications of DOE

Results and analyses from sub teams are being provided and a draft plan will be out in 1-2 months

f. Status of Activities to Develop the FY 05 Annual Plan

2004-1 actions are being incorporated into the draft plan and agents need to volunteer as leads/champions for plan actions. Jerry Bowman (ID) volunteered to lead an action. . Action: Swailes will contact agents personally to attain leads for the other actions.

g. Development of FY2005 FTCP Report to the Secretary

Draft will be sent out for agent review and comment with a 1 week turnaround due date.

4. New Business Concerns and Issues

a. New date for the Face-to-Face meeting is scheduled for 9 December 2004 from 8 am – 5 pm Forrestal room 6E-069.

- Mr. West discussed the results of the A-76 training study resulting in the Department of Energy winning the bid
- Mr. West will schedule a briefing on how the A-76 study results may affect departmental training and the FTCP to take place at the face to face meeting in December.

5. Summary of Conference Call and Review of Action Items

a. Next Conference Call – November 17, 2004, 10:00 to 11:00 EST, call-in number Call 301.903.6475 Res. 110270

